

## Georgia's Pre-K Program Suggested Topics to Discuss at Parent Orientation

An orientation for Pre-K parents should be provided within 20 days of the commencement of Pre-K services for children. Listed below are suggested topics for the parent orientation; however, the list is not inclusive and other relevant topics may be added. Remember to keep documentation (agenda, sign-in sheets) of the orientation in your on-site program files. An informal session should be provided to all parents who do not attend the orientation or who enroll their children later during the school year. Documentation of initial and follow-up orientation sessions should be kept on site for consultant review.

- ☐ Required documentation: proof of age, proof of residency, Georgia's Pre-K Registration Form, Georgia's Pre-K Roster Information Form, Social Security Number, Immunization - 3231 (30 calendar days), and EED (90 calendar days)
- ☐ 6.5 hour instructional day (specific beginning and end times for your program)
- ☐ Absenteeism or tardiness (Bright from the Start policy)
- ☐ Meal fees (site's written fee structure for Category Two children)
- ☐ Before/After care and fees (site's written fee structure, distribute CAPS forms)
- ☐ Category One eligibility and **REQUIRED** documentation (must be on file prior to first roster submission)
- ☐ School calendar
- ☐ Fee structure for non-Pre-K program days (school holidays/vacation)
- ☐ Transportation (if offered from your site) and written fee structure
- ☐ Georgia's Pre-K Content Standards
- ☐ Georgia's Pre-K Child Assessment Program (Work Sampling System)
- ☐ Family conferences (2 required annually)
- ☐ Referral process for suspected special needs (speech, behavior, developmental delay)
- ☐ Encourage parents to be involved (perhaps give a list of ways parents can be involved)
- ☐ Family Handbook (on DECAL website)
- ☐ Pre-K Parent Post newsletters (where these can be located on [www.dec.al.ga.gov](http://www.dec.al.ga.gov))
- ☐ Yearlong Kindergarten transition activities
- ☐ The role of the Pre-K teacher and assistant teacher
- ☐ Information about the site's chosen Pre-K curriculum
- ☐ Center policies and procedures (illness, closing for inclement weather, etc.)
- ☐ What your child's day will be like (daily schedule, meals)
- ☐ Developing a home/school partnership
- ☐ What to send with your child for Pre-K (blanket, extra clothes, book bag)